

F. Staff Development and In-Service Training:

Agencies must provide new staff orientation that thoroughly acquaints new employees with agency policies and procedures. This process must be under the direction of qualified staff and appropriate to the position being assumed by the new employee.

Training must consist of a minimum of forty (40) hours of pre-service training and twelve (12) hours of annual training for all staff members. Pre-service training must be completed prior to staff assuming unsupervised work duties and must be documented in the employee file. Attendance at conferences and workshops appropriate to the position may be included as part of the twelve (12) hours minimum requirement for annual training.

1. Pre-Service Training shall be provided in the following areas:
 - A. Administrative procedures and overall program goals, to include specific responsibilities of assigned job duties, etc.
 - B. Residents rights and responsibilities (annually)
 - C. Prevention and treatment of substance abuse
 - D. Effective means of discipline, to include crisis management, de-escalation and the management of aggressive behavior (annually)
 - E. Permanency Planning
 - F. Recognizing and reporting suspected abuse (annually)
 - G. Principles and practice of supervision
 - H. Emergency and safety procedures (annually)
 - I. The supervision and use of volunteers serving the facility
 - J. Cultural diversity/sensitivity (annually)
 - K. Effective management of medication; including psychotropic drugs, dosages and side effects (annually)
 - L. Separation and Loss. Issues of children in custody and the impact on family relationships
 - M. CPR/First Aid Training (annually)

N. Universal precautions for prevention of infectious diseases (annually)

O. Confidentiality (annually)

P. Reporting serious incidents (annually)

2. Additional annual in-service training topics may include but are not limited to:

A. Child safety issues

B. Significance of birth family relationships

C. Effects of multiple placements

D. The impact of the media on children

E. Working with people with disabilities

F. Child development

G. Dynamics of child sexual abuse

H. Working effectively with custodial agencies

I. Effective treatment planning

J. Suicide prevention

K. Identifying risk behaviors and managing runaways

L. Mental Health Diagnoses and Treatment: Post Traumatic Stress Disorder, Intermittent Explosive Disorder and Reactive Attachment Disorder

3. All therapeutic agencies shall adhere to the training hour requirements and topics as required by the Mississippi Department of Mental Health for pre-service and in-service training in addition to those required by MDHS.

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(All staff, including volunteers)

The agency facility shall have written policy concerning the process and content of orientation, staff development and in-service training programs for agency employees.

1. Pre-Service Training:

- A. New staff shall receive to service delivery. Orientation shall be consistent with but not limited to the topics listed below under Staff Training.

2. Staff Training

- A. Training consisting of a minimum of 200 hours pre-service training and forty (40) hours of ongoing annual in-service training time for all agency responsible for making case planning decisions.

- B. All new supervisors hired or promoted by the agency to supervise workers responsible for making case planning decisions and/or recommendations shall receive a minimum of forty (40) hours of in-service training directed specifically at the supervision of child welfare caseworkers prior to assuming any supervisory responsibilities. All supervisors shall receive a minimum of 24 hours of ongoing in-service training each year.

C. Training shall be provided in the following areas:

1. Administrative procedures and overall program goals
2. Understanding of children's emotional needs and problems that affect and inhibit their growth
3. Recognition, prevention and treatment of substance abuse
4. Effective means of discipline (annually)
5. Permanency planning
6. Identification and mandatory reporting of child abuse or neglect (annually)

7. Principles and practices of supervision
8. Emergency and safety procedures
9. The supervision and use of volunteers serving the facility
10. Crisis management
11. Cultural diversity
12. Administering medication
13. Separation, loss and impact on family relationships ~~Family relationships and the impact of separation~~
14. Training in CPR and First Aid and if home has a pool, must receive certification in CPR and First Aid
15. Certified training program for dealing with aggressive behavior.
(All new staff within three (3) months of employment and annually)
16. Universal precautions for prevention of infectious diseases
17. Confidentiality procedures.